

Managing People and Resources

This booklist contains resources for those interested in personnel and resource management.

Reference Books

- REF 658. 3 PER Personnel Forms Made E-Z.
(Newton)
- REF 658.3 RAM Ramey, Ardella R. A Company Policy & Personnel Workbook.
(Newton)
This book contains actual personnel forms that can be copied for use in a business.

Circulating Books

- 650.13 HOR Horn, Art. Face It: Recognizing and Conquering The Hidden Fear That Drives All Conflict At Work.
(Newton)
Fear is the root of conflict, which undermines productivity in organizations. This book points out common behavioral profiles and how to identify them. Practical techniques for building mutual respect and commitment to common goals are the strong points of the book. A very useful tool for managers.
- 650.13 KAT Katz, Steven L. Lion Taming: Working Successfully With Leaders, Bosses and Other Tough Customers.
(Newton)
A clear guide to working effectively with leaders and bosses who are tough customers. If you get past the “lion taming” jargon, the information is very helpful.
- 650.13 WEI Weiner, David. Power Freaks: Dealing With Them In The Workplace or Anyplace.
(Southwest)
This book discusses power seekers in the workplace and how to cope with them.
- 658.3 FLE Fleischer, Charles H. HR For Small Business: From Hiring To Firing and Everything In Between.
(St. Stephens)

This manual covers interview questions, reference checks, insurance, discrimination, sexual harassment, and many business-related issues. This is an excellent tool for small business owners to refer to when questions arise.

658.314 BRU

Bruce, Anne. How To Motivate Every Employee: 24 Proven Tactics To Spark Productivity In The Workplace. (Southwest)

658.4 ABR

Abrashoff, D. Michael. It's Your Ship: Management Techniques From The Best Damn Ship In The Navy.

(Newton, St. Stephens, Southwest)

Business managers will benefit from Abrashoff's guiding principle of focusing on empowering people rather than focusing on the chain of command to lead employees to reach their potential. Good leaders listen to the people under their command and use their ideas to improve operating procedures.

658.314 ROB

Robinson, Alan G. Ideas Are Free: How The Idea Revolution Is Liberating People and Transforming Organizations.

(St. Stephens)

Robinson examines using employees' insights and ideas to help cut costs, improve service and achieve greater efficiency. Employee rewards and recognitions are also discussed.

658.4 SMI

Smith, Perry M. Rules & Tools For Leaders.

(Newton)

This book covers a broad range of topics such as hiring, promoting, responding to crisis, and long-range strategic planning.

658.4 SUC

Successful Manager's Handbook.

(St. Stephens)

An easy-to-follow practical guide for benefit managers in all fields.

658.4063 LUN

Lundin, Stephen. Fish! Sticks.

(St. Stephens)

Focuses on keeping the organizational vision alive. Excellent examples of how to be committed to excellence.